

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 16, 2001

REFUGEE COORDINATOR LETTER NO. 01-10

To: County Refugee Coordinators

This letter is to remind counties of the upcoming deadline for submittal of invoices against Federal Fiscal Year (FFY) 1999 Refugee Employment Social Services (RESS) (including Standard and Set-Aside funds) and Targeted Assistance (TA) Program allocations. All final Claims for Reimbursement (RS 52s) on these funds must be submitted to the Refugee Programs Branch (RPB) by close of business on August 20, 2001. This requirement is in accordance with the Standard Terms and Conditions for RESS and TA funding which specify that the California Department of Social Services (CDSS) must submit final Financial Status Reports (SF 269s) on these grants by September 30, 2001. Any funds which the state does not claim by that date will be considered unobligated funds and will revert to the federal Office of Refugee Resettlement. Consequently, it is imperative that the RPB receive all final county invoices for FFY 1999 RESS and TA funds by the deadline in order to allow the CDSS Fiscal Systems and Accounting Branch sufficient time to pay the claims and prepare the final SF 269s. Any new, revised or supplemental claims on these allocations which are received after August 20, 2001 will not be paid with state or federal funds.

In closing, we ask that you be sure to share this information with county fiscal staff responsible for preparation and submittal of claims. If you have any questions on this, please contact Phyllis Iwasaki, Manager of the Technical Services Bureau, at (916) 654-2387 or Brad Elftmann of her staff at (916) 654-7250.

Sincerely,

***Original Signed by
Janet Sandlin on 5/16/01***

Janet Sandlin, Acting Chief
Refugee Programs Branch

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